

# Department of Accounts

## Payroll Bulletin

Calendar Year 2003

May 22, 2003

Volume 2003-08

### PAYROLL PROCESSING - FISCAL YEAR-END 2003

#### Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year-End 2003, Fiscal Year 2004 benefit rates (including healthcare rate tables), and the June - November 2003 payroll operations calendar. **Please provide a copy of this bulletin to all appropriate personnel within your agency.**

#### Key Payroll Operations Dates During June 2003

- **June 16 - June 18** - Certification dates for **non-salaried and special payrolls** that will post to FY2003. All payrolls certified after June 18 will post to FY2004. *See Payroll Expenditures section of this bulletin.*
- **June 16** - Healthcare reconciliations and related IATs are due to DOA for the May coverage month.
- **June 30** - CIPPS will be available for agency keying but will **close at 2:00 p.m.** due to fiscal year end table maintenance and processing.
- **July 1** - Salaried semi-monthly payday for the 6/10-6/24 pay period. Salaried semi-monthly payrolls for this period will post to FY2004.

If a change to the CARS default coding (General Ledger or Healthcare Reconciliation process) is required for FY2004, notify Judi Ohde via e-mail at [johde@doa.state.va.us](mailto:johde@doa.state.va.us) or fax at (804) 225-3499.

#### Payroll Expenditures

**Salaried payroll expenditures for the June 10 - 24 pay period (July 1, 2003 payday) will be charged to FY2004 without exception.** CARS postings for this payday will be controlled by DOA. To execute this requirement, all payrolls certified on June 19, 2003 or later will be charged to FY2004.

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1. Payroll Processing - Fiscal Year End
2. Benefit Deduction Rate Changes
3. FY 2004 Healthcare Rate Tables
4. Payroll Operations Calendar June - November 2003

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Lora George at (804) 225-2245 or Email at: [LGeorge@doa.state.va.us](mailto:LGeorge@doa.state.va.us)

#### State Payroll Operations

**Manager** Karen M. Robinson  
**Assistant Manager** Lora L. George

## PAYROLL PROCESSING - FISCAL YEAR-END 2003, continued

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### Payroll Expenditures, continued

Pays certified on June 16, 17, and 18, will be charged to FY2003. These payruns are for non-salaried (e.g., hourly) and special payrolls only. *Salaried payroll certifications for the period ending June 24<sup>th</sup> will not be permitted on these dates.* If you plan to certify on either of these dates, contact Annie Callanta, via e-mail [acallanta@doa.state.va.us](mailto:acallanta@doa.state.va.us) or (804) 371-7799.

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### “P” and “N” Vouchers

Agencies are not required to use the “P” or “N” on payroll vouchers processed through CIPPS. CIPPS payrolls post to CARS as a batch type 9, which does not require the “P/N” voucher process.

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### VRS Rate Schedule

Effective with the June 25 - July 9 pay period (July 16, 2003 payday), contribution rates for VRS administered programs are at the rates listed below. **No action is required by agencies. DOA will adjust the rates in CIPPS.**

Benefit Name	Rate	Expenditure Code
Group Insurance (See note below)	0.00%	1114
Retiree Health Insurance Credit	0.89%	1116
<b>Retirement-</b>		
State employees	8.77%	1111
State Police	17.79%	1111
Judicial	37.03%	1111
VaLORS	18.95%	1111
<b>Long-Term Disability-</b>		
State employees	1.07%	1117
State Police	1.42%	1117
VaLORS	1.42%	1117

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Note: Group Insurance (ded # 20) will be calculated in CIPPS at a rate of 0.80% and reported to VRS. However, there will be no charge posted to agency expenditures for FY2004.

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## PAYROLL PROCESSING - FISCAL YEAR-END 2003, continued

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### Optional Group Life Premium Update

Effective July 1, 2003 (July 16, 2003 payday), the Optional Group Life premium rates will be reduced to the amounts set forth in the table below. The rates are base on the age of the member or spouse on January 1, 2003.

Reports documenting the coverage and premium amounts will be distributed around the middle of June. The file to change the deduction 35 amounts will be loaded in on June 30. Be sure to review the Report U024, OPTIONAL GROUP LIFE PREMIUM LISTING, and Report U025, OPTIONAL GROUP LIFE ERROR REPORT, in sufficient time to identify and make any necessary adjustments prior to certification.

Age of Insured Member or Spouse	Current Rate	Proposed Rate	Effective Reduction
Under 30	\$ .06	\$ .06	0%
30-34	.08	.08	0%
35-39	.10	.09	10%
40-44	.16	.13	19%
45-49	.26	.21	19%
50-54	.41	.37	10%
55-59	.68	.63	7%
60-64	1.10	1.10	0%
65-69	1.95	1.95	0%
70-74	3.53	3.53	0%
75 & Over	3.76	3.76	0%

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### Healthcare Code Changes

In order to provide alignment between CIPPS and BES, we are modifying the coding structure previously used in CIPPS for healthcare codes. Both the provider codes and plan codes will correspond to those used in BES effective July 1. The providers are all new with the exception of Kaiser Permanente. However, we have changed the provider code for Kaiser from 03 to 06 to align with BES.

The biggest change is in the values used for plan codes. These too will be aligned to correspond with those used in BES as indicated below: DOA will perform plan value updates for existing CIPPS employees on June 30.

<u>Coverage</u>	<u>Old CIPPS Value</u>	<u>New CIPPS Value</u>
Employee Only	A	S
Family	B	F
Dual (Employee Plus One)	P	D

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## PAYROLL PROCESSING - FISCAL YEAR-END 2003, continued

### Healthcare Premium Schedules

On July 1, 2003, the new healthcare premiums specified in DHRM's *Spotlight* March 2003 Open Enrollment Issue, and listed on pages 5-9 in this bulletin, will take effect.

The new Healthcare Premium schedules promulgated by DHRM are divided into two sections. The first section applies to active employees, the second to employees on LWOP. All healthcare providers are listed below and categorized alphabetically.

Provider	Active Provider Code	Involuntary Separation Provider Code	Project Code
COVA Care Basic	42	92	93002
COVA Care Out-of-Network (OON)	43	93	93002
COVA Care Expanded Dental (ED)	44	94	93002
COVA Care Out-of-Network and Expanded Dental (OON/ED)	45	95	93002
COVA Care Vision, Hearing and Expanded Dental (V/H/ED)	46	96	93002
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental (Full)	47	97	93002
Kaiser Permanente HMO	06	56	93003

Due to the extent of health care changes effective July 1, 2003, DHRM will provide a large update file to DOA on July 2, 2003. Inclusive in this file will be movement of all healthcare deductions to a premium conversion status as opt out elections will no longer be permitted.

DOA will enter premium changes into CIPPS to become effective with the June 25 – July 9 pay period (July 16, 2003 payday) on July 2, 2003. DOA will automatically change these deductions for active employee deductions. If you have any questions about the schedules, contact Judi Ohde, via e-mail at [johde@doa.state.va.us](mailto:johde@doa.state.va.us) or (804) 225-2386.

### Manually Update HMCU1 for Involuntary Separated Employees

When there is a change to the provider or membership type in BES, the daily automated update will pass an active provider code to CIPPS. **After the transaction has updated the affected employees Health Care information on HMCU1 (through the batch update process), you must access the HMCU1 screen for that employee and manually change the provider code to the corresponding Involuntary Separation Provider code as shown in the table.** *If this step is not completed the health care expenditures will post to the active object code (1115) instead of the Involuntarily Separated object code (1173).*

### COVA Care Basic (BES – CC0)

Provider Code: 42/92

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>				<u>Monthly</u>		
	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$14.00	\$132.00	\$146.00		\$28.00	\$264.00	\$292.00
D - Employee Plus One	\$35.00	\$235.50	\$270.50		\$70.00	\$471.00	\$541.00
F - Family	\$49.50	\$345.00	\$394.50		\$99.00	\$690.00	\$789.00

### COVA Care OON (BES – CC1)

Provider Code: 43/93

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>				<u>Monthly</u>		
	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$17.50	\$132.00	\$149.50		\$35.00	\$264.00	\$299.00
D - Employee Plus One	\$39.50	\$235.50	\$275.00		\$79.00	\$471.00	\$550.00
F - Family	\$55.00	\$345.00	\$400.00		\$110.00	\$690.00	\$800.00

### COVA Care ED (BES – CC2)

Provider Code: 44/94

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>				<u>Monthly</u>		
	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$18.50	\$132.00	\$150.50		\$37.00	\$264.00	\$301.00
D - Employee Plus One	\$43.50	\$235.50	\$279.00		\$87.00	\$471.00	\$558.00
F - Family	\$62.50	\$345.00	\$407.50		\$125.00	\$690.00	\$815.00

### COVA Care OON/ED (BES – CC3)

Provider Code: 45/95

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>				<u>Monthly</u>		
	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$22.00	\$132.00	\$154.00		\$44.00	\$264.00	\$308.00
D - Employee Plus One	\$48.00	\$235.50	\$283.50		\$96.00	\$471.00	\$567.00
F - Family	\$68.00	\$345.00	\$413.00		\$136.00	\$690.00	\$826.00

## COVA Care V/H/ED (BES – CC4)

Provider Code: 46/96

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>				<u>Monthly</u>		
	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$21.50	\$132.00	\$153.50		\$43.00	\$264.00	\$307.00
D - Employee Plus One	\$49.00	\$235.50	\$284.50		\$98.00	\$471.00	\$569.00
F - Family	\$69.50	\$345.00	\$414.50		\$139.00	\$690.00	\$829.00

## COVA Care FULL (BES – CC5)

Provider Code: 47/97

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>				<u>Monthly</u>		
	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$25.00	\$132.00	\$157.00		\$50.00	\$264.00	\$314.00
D - Employee Plus One	\$53.50	\$235.50	\$289.00		\$107.00	\$471.00	\$578.00
F - Family	\$75.00	\$345.00	\$420.00		\$150.00	\$690.00	\$840.00

## KAISER PERMANENTE HMO (BES – KP)

Provider Code: 06/56

<u>Employee Coverage Code</u>	<u>Semi-Monthly</u>				<u>Monthly</u>		
	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$14.00	\$131.50	\$145.50		\$28.00	\$263.00	\$291.00
D - Employee Plus One	\$35.00	\$234.00	\$269.00		\$70.00	\$468.00	\$538.00
F - Family	\$49.50	\$343.50	\$393.00		\$99.00	\$687.00	\$786.00

## Leave Without Pay (LWOP)

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### Medical LWOP

For employees on LWOP due to medical leave, agency convenience, or layoffs, the employee is responsible for paying the employee share and the agency is responsible for paying the agency share of the healthcare premium. These employees will be identified as being on **Medical LWOP** on the following healthcare schedules.

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### Other LWOP

For employees on LWOP for other reasons (e.g., personal, education), the employee is responsible for the entire healthcare premium. These employees will be identified as being on **Non-Medical LWOP** on the following healthcare schedules.

Employees on military LWOP should contact DHRM's Office of Health Benefits for guidance.

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### Continued Coverage

For employees on LWOP electing to continue healthcare coverage, the agency is responsible for entering the appropriate Employee Coverage Code (See pages 8 – 9) on the HMCU1 screen in CIPPS. The agency will then pay the entire healthcare premium every month, with the employee reimbursing the agency for the amount determined by the employee's LWOP type (e.g., Medical or Non-Medical), provider code, and employee coverage code.

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### LWOP Healthcare Tables

On the following LWOP healthcare schedules, the **Agency Payment** refers to the amount initially paid by the agency (i.e. the full premium due) either through payroll deduction or the automated healthcare reconciliation process. **Employee Cost** refers to the amount the LWOP employee will reimburse the agency every month.

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### COVA Care Basic (BES – CC0)

Provider Code: 42

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment</u>	
	Medical LWOP	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$28.00	\$292.00	\$146.00	\$292.00
DD - Employee Plus One	\$70.00	\$541.00	\$270.50	\$541.00
FF - Family	\$99.00	\$789.00	\$394.50	\$789.00

### COVA Care OON (BES – CC1)

Provider Code: 43

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment</u>	
	Medical LWOP	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$35.00	\$299.00	\$149.50	\$299.00
DD - Employee Plus One	\$79.00	\$550.00	\$275.00	\$550.00
FF - Family	\$110.00	\$800.00	\$400.00	\$800.00

### COVA Care ED (BES – CC2)

Provider Code: 44

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment</u>	
	Medical LWOP	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$37.00	\$301.00	\$150.50	\$301.00
DD - Employee Plus One	\$87.00	\$558.00	\$279.00	\$558.00
FF - Family	\$125.00	\$815.00	\$407.50	\$815.00

### COVA Care OON/ED (BES – CC3)

Provider Code: 45

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment</u>	
	Medical LWOP	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$44.00	\$308.00	\$154.00	\$308.00
DD - Employee Plus One	\$96.00	\$567.00	\$283.50	\$567.00
FF - Family	\$136.00	\$826.00	\$413.00	\$826.00



### COVA Care V/H/ED (BES – CC4)

Provider Code: 46

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment</u>	
	Medical LWOP	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$43.00	\$307.00	\$153.50	\$307.00
DD - Employee Plus One	\$98.00	\$569.00	\$284.50	\$569.00
FF - Family	\$139.00	\$829.00	\$414.50	\$829.00

### COVA Care Full (BES – CC5)

Provider Code: 47

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment</u>	
	Medical LWOP	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$50.00	\$314.00	\$157.00	\$314.00
DD - Employee Plus One	\$107.00	\$578.00	\$289.00	\$578.00
FF - Family	\$150.00	\$840.00	\$420.00	\$840.00

### KAISER PERMANENTE (BES – KP)

Provider Code: 06

<u>Employee Coverage Code</u>	<u>Employee Cost (Monthly)</u>		<u>Agency Payment</u>	
	Medical LWOP	Non-Medical LWOP	Semi-Monthly	Monthly
SS - Employee Only	\$28.00	\$291.00	\$145.50	\$291.00
DD - Employee Plus One	\$70.00	\$538.00	\$269.00	\$538.00
FF - Family	\$99.00	\$786.00	\$393.00	\$786.00

## June 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> 9AM - CIPPS files open - no edits or payruns	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> 9AM - CIPPS files open - no edits or payruns
<b>8</b> 9AM - CIPPS files open - no edits or payruns	<b>9</b>	<b>10</b> Semimonthly salaried certification deadline (salaried earnings period #1 - 5/25-6/9)	<b>11</b>	<b>12</b> Leave keying deadline (5/25-6/9)	<b>13</b>	<b>14</b> 9AM - CIPPS files open - no edits or payruns
<b>15</b> 9AM - CIPPS files open - no edits or payruns	<b>16</b> <b>Charge to FY 03</b>  Payday for semimonthly salaried employees (5/25 - 6/9 pay period)  Healthcare certification deadline (May)	<b>17</b> <b>Charge to FY 03</b>	<b>18</b> <b>Charge to FY 03</b>	<b>19</b> <b>Charge to FY 04</b>	<b>20</b>	<b>21</b> 9AM - CIPPS files open - no edits or payruns
<b>22</b> 9AM - CIPPS files open - no edits or payruns	<b>23</b>	<b>24</b>	<b>25</b> Semimonthly salaried certification deadline (salaried earnings period (6/10-6/24)	<b>26</b>	<b>27</b> Leave keying deadline (6/10-6/24)  FYE leave liability reporting	<b>28</b> 9AM - CIPPS files open - no edits or payruns
<b>29</b> 9AM - CIPPS files open - no edits or payruns	<b>30</b>  <b>CIPPS down at 2:00</b>  <b>No Semimonthly Payroll Calculations</b>					

## July 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payday for semimonthly salaried employee  <b>No Semimonthly Payroll Calculations</b>	2  <b>No Semimonthly Payroll Calculations</b>	3	4  <b>HOLIDAY</b>	5 CIPPS CLOSE Preliminary CARS close
				10 Semimonthly salaried certification Period 1-(6/25-7/9)	11 2nd Qtr.Recon of taxable wages due to DOA	12 9AM –CIPPS files open-no edits or payruns
		8	9	17	18	19 9AM –CIPPS files open-no edits or payruns
		15	16 Payday for semimonthly salaried employees			
		22	23	24	25	26 9AM –CIPPS files open no edits or payruns
6 9AM –CIPPS files open-no edits or payruns	7					
13 9AM –CIPPS files open-no edits or payruns	14 Leave keying deadline (6/25-7-9)					
20 9AM –CIPPS files open-no edits or payruns	21					
27 9AM –CIPPS files open-no edits or payruns	28 Semimonthly salaried certification Period 2-(7/10-7/24)	29	30 Leave keying Deadline (7/10-7/24)	31 Healthcare certification deadline (June)		

## August 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>					<b>1</b> Payday for semimonthly salaried employees	<b>2</b> 9AM –CIPPS files open-no edits or payruns
<b>3</b> 9AM –CIPPS files open-no edits or payruns	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 9AM –CIPPS files open-no edits or payruns
<b>10</b> 9AM –CIPPS files open-no edits or payruns	<b>11</b> Semimonthly salaried certification deadline period #1-(7/25-8/9)	<b>12</b>	<b>13</b> Leave keying deadline period #1-(7/25-8/9)	<b>14</b>	<b>15</b> Payday for semimonthly salaried employees	<b>16</b> 9AM –CIPPS files open-no edits or payruns
<b>17</b> 9AM –CIPPS files open-no edits or payruns	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> 9AM –CIPPS files open no edits or payruns
<b>24</b> 9AM –CIPPS files open-no edits or payruns	<b>25</b> Semimonthly salaried certification period#2-(8/10-8/24)	<b>26</b>	<b>27</b> Leave keying Deadline period# 2-(8/10- 8/24)	<b>28</b>	<b>29</b> Payday for semimonthly salaried employees  Healthcare certification deadline (July)	<b>30</b>
<b>31</b>						

## September 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> <b>HOLIDAY</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> 9AM –CIPPS files open-no edits or payruns
<b>7</b> 9AM –CIPPS files open-no edits or payruns	<b>8</b>	<b>9</b>	<b>10</b> Semimonthly salaried certification deadline period #1-(8/25-9/9)	<b>11</b>	<b>12</b> Leave keying deadline period #1-(8/25-9/9)	<b>13</b> 9AM –CIPPS files open-no edits or payruns
<b>14</b> 9AM –CIPPS files open-no edits or payruns	<b>15</b>	<b>16</b> Payday for semimonthly salaried employees	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> 9AM –CIPPS files open no edits or payruns
<b>21</b> 9AM –CIPPS files open-no edits or payruns	<b>22</b>	<b>23</b>	<b>24</b> Semimonthly salaried certification period# 2-(9/10- 9/24)	<b>25</b>	<b>26</b> Leave keying deadline period# 2-(9/10- 9/24)	<b>27</b> 9AM –CIPPS files open no edits or payruns
<b>28</b> 9AM –CIPPS files open no edits or payruns	<b>29</b>	<b>30</b> Payday for semimonthly salaried employees  Healthcare certification deadline (Aug)				

## October 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 9AM –CIPPS files open-no edits or payruns
5 9AM –CIPPS files open-no edits or payruns	6	7	8	9 Semimonthly salaried certification deadline period #1-(9/25- 10/9)	10	11 9AM –CIPPS files open-no edits or payruns
12 9AM –CIPPS files open-no edits or payruns	13 <b>HOLIDAY</b>	14 Leave keying deadline period #1-(9/25- 10/9)  3rd Qtr.Recon of taxable wages due to DOA	15	16 Payday for semimonthly salaried employees	17	18 9AM –CIPPS files open-no edits or payruns
19 9AM –CIPPS files open-no edits or payruns	20	21	22	23	24	25 9AM –CIPPS files open-no edits or payruns
26 9AM –CIPPS files open-no edits or payruns	27 Semimonthly salaried certification period#2- (10/10-10/24)	28	29 Leave keying Deadline period#2- (10/10-10/24)	30	31 Payday for semimonthly salaried employees  Healthcare certification deadline (Sep)	

## November 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 9AM –CIPPS files open-no edits or payrun
2 9AM –CIPPS files open-no edits or payruns	3	4	5	6	7 Semimonthly salaried certification deadline period #1 (10/25- 11/9)	8 9AM –CIPPS files open-no edits or payruns
9 9AM –CIPPS files open-no edits or payruns	10	11 <b>HOLIDAY</b>	12 Leave keying deadline period #1 (10/25- 11/9)	13	14 Payday for semimonthly salaried employees	15 9AM –CIPPS files open-no edits or payruns
16 9AM –CIPPS files open-no edits or payruns	17	18	19	20	21 Semimonthly salaried certification period 2-(11/10- 11/24)	22 9AM –CIPPS files open-no edits or payruns
23 9AM –CIPPS files open-no edits or payruns	24	25 Leave keying Deadline period 2-(11/10- 11/24)	26 Healthcare certification deadline (Oct)	27 <b>HOLIDAY</b>	28 <b>HOLIDAY</b>	29 9AM –CIPPS files open-no edits or payruns
30						